



# *Town of Weare*

PO Box 190 • Weare, New Hampshire 03281  
Ph. 603-529-7525 • Fax 603-529-4554

## **Board of Selectmen**

Laura Petrain, Chairman  
Leon G. Methot, Co-Chairman  
Thomas C. Reynolds  
Douglas R. Cook  
Heleen Kurk

## **- Immediate Opening -**

### **Part-Time Secretary for Building Department**

Part-time position (30 hours per week, 9:00AM to 3:30PM) available for person possessing exceptional secretarial skills including, but not limited to, typing, filing, records management, computer and data entry. The successful candidate must work well with the general public as well as contractors and be fully capable of multi-tasking. A working knowledge of construction and reading blue prints, doing "take-offs" is considered a plus as well as solid math, verbal, and writing skills. This position reports directly to the Code Enforcement Officer. Please note—this part-time position is not eligible for Town benefits.

All letters of intent and resumes must be submitted to Robert Christensen, Town Administrator by 12:00PM, December 3, 2004 either in person or by mail.

Selectmen's Office  
Attn. Robert Christensen, TA  
P.O. Box 190  
Weare, NH 03281